



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## LIBRARIAN

Job Number: 20001052

Job Code: 50090V140316

Job Group: 5000 - LIBRARIES

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional library work. Performs technical work in the acquisition, cataloging, classifying, circulation and indexing of books, documents, periodicals and other print and non-print materials; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a minimum of 21 semester hours in library science.

#### **EXPERIENCE:**

Must have two years of professional library experience.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in library science will substitute for the education and experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Library experience, which must include some professional level experience in a combination of at least three of the following areas will substitute for the education on a year-for-year basis: reference; cataloging and classification of materials; selection of materials; selection of instructional materials for children, adolescents, or adults; organization and/or administration; preparation and selection of materials for public relations/publicity purposes; and bookmobile operations.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assists in the planning, direction and supervision of the work of clerical and paraprofessional personnel. Assists in training new personnel in library work. Provides specialized reference, reader's advisory and research services. Performs professional library functions such as "weeding," selection of materials, acquisitions, cataloging, classification of library materials, preparations and physical maintenance of library materials and circulation. Reviews books and periodicals. Maintains current awareness of library materials in the field. Participates in workshop presentations. Performs bibliographic searches via automated information systems. Serves as liaison with the Department of Libraries and Archives. Performs interlibrary loan services. Prepares professional, administrative and popular reports and articles. Works on special assignments as assigned by supervisor.

**UNIQUE PHYSICAL REQUIREMENTS:**

May be required to lift heavy boxes of books/records.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Typical work setting is an office/library.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*